

PROGRAMMER II

DEPARTMENTAL PROMOTIONAL SPOT – SACRAMENTO



State of California
DEPARTMENT OF
JUSTICE
P.O. BOX 944255
Sacramento, CA 94244-2550

CONTINUOUS FILING

CALIFORNIA STATE GOVERNMENT • AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES OF GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

CUT-OFF DATE

CONTINUOUS FILING - Applications (Form STD 678) will be ***continuously accepted***.

Applications (Form STD 678) must be **POSTMARKED (U.S. MAIL)** no later than the cut-off date. Applications postmarked, personally delivered or received via interoffice mail after the cut-off date will be processed in the next test.

WHO SHOULD APPLY

Persons who meet the minimum qualifications by the cut-off date as stated on the rider. Applicants must have a permanent civil service appointment with the Department of Justice as of the cut-off date. Employees who have a limited-term appointment in the department for which the examination is being given (provided they have had a permanent appointment and no subsequent break in service) are allowed to participate in departmental promotional examinations.

HOW TO APPLY

Applications (Form STD 678) may be downloaded from the State Personnel Board's website at www.spb.ca.gov. Applications must be mailed to or filed in person with:

Mailing Address:

Department of Justice
Testing and Selection Unit
P.O. Box 944255
Sacramento, CA 94244-2550

File in Person:

Department of Justice
Testing and Selection Unit
1300 "I" Street, 7th Floor
Sacramento, CA 95814

DO NOT SUBMIT APPLICATIONS TO THE "I" STREET MAIL ROOM, THE 11TH FLOOR RECEPTIONIST, OR THE STATE PERSONNEL BOARD.

CONTINUOUS FILING

Applications (Form STD 678) will be continuously accepted. You may also call (916) 324-5039 to receive examination information prior to the next Cut-Off Date or inquire Via Internet: www.ag.ca.gov. **THE TESTING PERIOD FOR THIS CLASSIFICATION IS 12 MONTHS. YOU MAY NOT TEST FOR THIS CLASSIFICATION MORE THAN ONCE IN A TESTING PERIOD. IF YOU HAVE TAKEN AN EXAMINATION FOR THIS CLASSIFICATION WITH THE DEPARTMENT OF JUSTICE WITHIN THE LAST 12 MONTHS, YOU ARE NOT ELIGIBLE TO COMPETE IN THIS EXAMINATION.**

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination." You will be contacted to make specific arrangements.

SALARY

\$3768 - \$4581

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ELIGIBLE LIST INFORMATION	<p>A departmental promotional eligible list will be established for the Department of Justice. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.</p>
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p>All applicants must meet the education and/or experience requirements for this examination by the cut-off date as stated on the rider. Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to other patterns to meet the total experience requirement.</p>
MINIMUM QUALIFICATIONS	<p>Either I</p> <p>EXPERIENCE: One year of experience in the California state service performing duties comparable to a Programmer I (Range B).</p> <p>Or II</p> <p>EXPERIENCE: One year of progressively responsible experience in information technology systems study, design, and programming that included responsibility on an information technology system project for analyzing operational methods and developing computer programs to meet desired results, including, under supervision, planning and developing programs performing information technology systems analysis and systems programming.</p> <p>Or III</p> <p>EDUCATION: Successful completion of 60 semester units or 90 quarter units at a recognized college or university, of which 12 semester or 18 quarter units are comprised of information technology coursework.</p> <p>Or IV</p> <p>EDUCATION: Successful completion of a recognized programmer apprenticeship program including programming courses with related laboratory work.</p> <p>Note for Education: Applicants MUST provide a copy of their college transcripts, stating that the applicant has met all of the academic requirements for graduation is the only evidence that is acceptable. Transcripts must be received by the cut-off date.</p>
DEFINITION OF TERMS	<p>The words “performing the duties comparable to...” means the applicant must have State service experience of appropriate type and length in a class at the same (or higher) level or responsibility, and/or pay as the class specified. The analyst will make the determination if the duties are qualifying.</p>
SPECIAL PERSONAL CHARACTERISTICS	<p>Willingness to do detailed work requiring a high degree of mental concentration; a demonstrated capacity for development as evidenced by work history, academic attainment, or well-defined occupational or vocational interests; and willingness and ability to accept increasing responsibility.</p>
THE POSITION	<p>The Programmer II is the journey level programming class. Incumbents, under close supervision, perform analysis and software programming work using the COBOL programming language and perform other related work. Incumbents will work in a mainframe environment.</p> <p>Positions exist in Sacramento only.</p>

EXAMINATION INFORMATION

This examination will consist of a Qualifications Appraisal Interview (QAP) with a Pre-interview Exercise – Weighted 100%. Each competitor will be allowed ample time prior to the QAP to solve a pre-interview exercise and review the predetermined job related questions. Competitors will further present their solution of the exercise during the interview. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

EXAMINATION SCOPE

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

ABILITY TO:

1. Reason logically and creatively.
2. Analyze data and draw logical conclusions.
3. Communicate effectively.
4. Accept increasing responsibility.
5. Work cooperatively with others and gain their respect and confidence.

VETERANS PREFERENCE

Veterans Preference Credits will not be granted in this examination.

CAREER CREDITS

Career Credits will not be granted in this examination.

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GENERAL INFORMATION

The Department of Justice reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

It is the Candidate's Responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the Department of Justice (www.ag.ca.gov), the State Personnel Board (www.spb.ca.gov), and local Offices of the Employment Development Department (www.edd.ca.gov).

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multi departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older list must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2 State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

If hearing impaired, call the California Relay Service.

1-800-735-2929 (From TDD Phone)
1-800-735-2922 (From Voice Phone)

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.

DEPARTMENT OF JUSTICE
TESTING AND SELECTION UNIT
P.O. BOX 944255
SACRAMENTO, CA 94255-2550
(916) 324-5039